

## Appendix B

Commonwealth of Virginia Database Index Reporting Form											
1.	<b>Public Body Name &amp; Numeric Code:</b>	Dept. of Criminal Justice Services (00140)	4. <b>Point of Contact:</b> Thomas P. Storey								
2.	<b>Database Title:</b>	Asset Seizure Tracking System	5. <b>Phone Number:</b> (804) 786-3973								
3.	<b>Database Acronym:</b>	Asset Seizure	6. <b>Signature &amp; Date:</b> <i>E. J. M. Mawawo 7/14/98</i>								
<p>7. <b>Database Description and Contents:</b> <i>(Provide a brief narrative summary of the purpose for which the database is maintained in support of the business of state government and a description of the general contents of the database. Indicate known restrictions to public access.)</i></p> <p>By statute, the DCJS is required to insure that any asset seizures undertaken as part of any drug arrest by any law enforcement agency within the Commonwealth are recorded. Seized assets may include: cars; boats, guns, cell phones, beepers, cash, real estate, etc. On notification of a seizure of assets, an identification number is assigned, and identifying information is entered into the PC data base system: seizing agency and address; date of seizure; itemization of seized assets, etc. An acknowledgement is generated by the system and sent to the seizing agency of record. On notification of the disposition of the matter by the local court (forfeiture of assets or return of assets to the defendant), a disposition is entered in the system, inclusive of the "division" of the assets between those criminal justice agencies involved in the arrest, if the local court ordered the forfeiting of assets seized.</p> <p>The Asset Seizure system is a Microsoft Access 2.0 data base application.</p> <p>Information from the data base may be made available, except where exempted or otherwise restricted by statute.</p> <p><b>Note:</b> <i>Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the public body. Please contact the point of contact noted in Item 4 for further details.</i></p>											
<p>8. <b>Date of Last Update:</b> July 17, 1998      9. <b>Frequency of Update:</b> <input checked="" type="checkbox"/> Daily,   <input type="checkbox"/> Weekly,   <input type="checkbox"/> Monthly,   Other:</p>											
<p>10. <b>Formats Available and Schedule of Fees:</b> <i>(Provide a description of each format in which the database is made available, and the cost, if any, of each format.)</i></p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; width: 60%;">a. <u>Format</u></th> <th style="text-align: left; width: 40%;">b. <u>Cost</u></th> </tr> </thead> <tbody> <tr> <td>CD Rom of Data Base Tables</td> <td>\$175.00</td> </tr> <tr> <td>Standard Data Base Reports</td> <td>\$5.00 Each</td> </tr> <tr> <td>Ad Hoc Reports</td> <td>\$45 per hour, minimum 1 hour charged</td> </tr> </tbody> </table>				a. <u>Format</u>	b. <u>Cost</u>	CD Rom of Data Base Tables	\$175.00	Standard Data Base Reports	\$5.00 Each	Ad Hoc Reports	\$45 per hour, minimum 1 hour charged
a. <u>Format</u>	b. <u>Cost</u>										
CD Rom of Data Base Tables	\$175.00										
Standard Data Base Reports	\$5.00 Each										
Ad Hoc Reports	\$45 per hour, minimum 1 hour charged										

**Send completed form to the Library of Virginia, 800 East Broad Street, Richmond, Virginia 23219-1905 (Attn: Mary Clark).**

5/30/97